

## Phoenix Program Process Definition – Accounts Payable

Revised 04-05-01 Replaces 03-03-99 version.

Process	<b>Manual Checks</b>
Process Number	<b>AP-019</b>

### **Description of Process**

Manual Checks or Handdrawn checks allow the user to create payments outside of the regular system payment processing. Check stock must be used to create these payments. PeopleSoft will not allow for the printing of blank checks like GIFS permitted using the EX89 screen. When ordering new manual checks, PeopleSoft's requirement that the manual check number range must be at least 300 less than System Check number must always be considered.

There are three ways to process Manual payments. The first way is to enter a voucher and then record a manual check against that invoice. The voucher must have a Valid BCM. Users are also permitted to record a manual check without a voucher existing in PeopleSoft. However, the system will not post the payment until a voucher has been applied to it. Finally, users can apply multiple vouchers to a manual payment.

### **Input to Process**

Vendor request for immediate payment

### **Output of Process**

The actual Manual Check

### **Service Level Agreement Required? (if yes, provide a brief description)**

N/A

### **PeopleSoft Panel Groups being Used**

Function	Panel Group
<b>Use</b>	Administer Procurement – Enter Voucher Information – Use – Voucher – <b>Record Payment</b>
	Administer Procurement – Create Payments – Use – <b>Payment Entry</b>
<b>Inquiry – PS Delivered</b>	Administer Procurement-Create Payments-Inquire- <b>Payment Information</b> panel allows you to view the status of a payment. You can also view all of the vouchers paid by a particular payment.
	Administer Procurement – Create Payments-Inquire- <b>Voucher</b>

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**Inquiry** panel provides a view of voucher information for all payments associated with a specific voucher.

Function	Panel Group
<b>Reports – Custom</b>	<b>Payables Due Proof.</b> APXXX0404 This report shows all vouchers that are scheduled for payment on a specific date for a particular bank and bank account.
	<b>Payment Activity Report.</b> APXXX0408 Lists detailed payment information sorted by reference number for system checks, manual checks, express checks, EFT, and wire transfers. The full vendor address is included on this report.
	<b>Payment Inventory List Report</b> APXXX0417 Lists the Reference number for all Payment Methods, include system check, express check, manual check, wire payments, EFT, overflow checks and alignment checks. Payment creation date, amount, payment status, vendor number/name and Reconciliation status are included on this report.
	<b>Outstanding Payables by Vendor Report</b> APXXX0403 Lists all vouchers for a vendor that have not been paid, selected for payment, or closed.
	<b>Outstanding Payables by Subclass</b> APXXX0409 Lists all vouchers by Subclass that have not been paid, selected for payment, or closed.
	<b>Outstanding Payables by Program</b> APXXX0418 Lists all vouchers by program that have not been paid, selected for payment or closed.
	<b>Cash Disbursements by Program</b> APXXX0421 Lists payments generated by vouchers in payment reference number order.
	<b>EDI Remittance Reports</b> APXXX022A & APXXX022B are SQR reports that replace GIFS 7303 and 7304. This report lists EFT advice information.

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### *Business Process Description*

Process Description	Responsibility (Agency/Centralized)
<b>Enter Manual Check for an Existing Voucher</b> <u>Step 1: Enter Voucher</u> A voucher must be entered, and have a "Valid BCM" status and "Not Applicable" or "Matched" matching status.	Agency
<u>Step 2: Create Manual Check</u>	Agency
<u>Step 3: Record Manual Check</u> On the Record Payment panel, select Record a Payment as the Payment Action and select Manual Check as the Payment Method. This will indicate that this voucher will be paid via Manual Check. Users should confirm the Remit to Payee, Payee Location, Bank, Account, Reference and Date information is correct to ensure accurate recording of Manual Check data. Change any applicable fields listed above to accurately reflect the Manual payment. Users should not change the Payment Method on the Schedule Payment panel. The user needs to verify that Manual Check is indicated as a Payment Method for this bank account.	Agency
<u>Step 4: Delete a Payment (if necessary)</u> A Manual Payment can only be deleted if vouchers have not been applied. Once a payment has been processed through nightly batch, you cannot delete the payment.	Agency
<u>Step 5: Perform Batch Processing</u> The payables posting program will be run during nightly batch processing to create accounting entries based on the payments. PeopleSoft will not post a payment until a voucher has been applied to it. The Journal Generation process takes accounting entries and formats them into summarized journal entries that are posted to the General Ledger.	Financial Systems Solutions

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Process Description	Responsibility (Agency/Centralized)
<b>Enter Manual Check Without a Voucher</b> <u>Step 1: Create Manual Check</u>	Agency
<u>Step 2: Record Manual Check</u> <p>Users are permitted to record a manual payment without a voucher existing in the PeopleSoft system. Navigate to Create Payments - Use-Payment Entry - Add. On this Add – Payment Entry dialog box, Remit SetID will default to STATE because the vendor file is established at the STATE level. Users are required to add Remit Vendor, Bank SetID, Bank Code, Bank Account, and Payment Reference (manual check number).</p>	Agency
<u>Step 3: Delete a Payment (if necessary)</u> <p>A Manual Payment can only be deleted if vouchers have not been applied. Once a payment has been processed through nightly batch, you cannot delete the payment.</p>	Agency
<u>Step 4: Enter Voucher</u> <p>A voucher must be entered, and have a “Valid BCM” status and “Not Applicable” or “Matched” matching status.</p>	Agency
<u>Step 5: Apply Manual Payment to A Voucher</u> <p>The Hold checkbox on the Schedule Payment Panel should not be selected. Users should apply the manual check to a voucher in order for the payment to post. Navigate to Create Payments – Use – Voucher Application. Voucher application dialog box must be completed, Bank Set ID, Bank Code, Bank Account and Payment Reference must be entered. Users should complete the Apply Vouchers to a Payment panel by selecting the appropriate voucher for the payment and select the Post this Payment checkbox. After all of the vouchers have been applied, the Balance amount should equal \$0. After completing this panel, the payment information must be saved and payment posting can occur in nightly batch.</p> <p>The amount of the payment entered must add up to either the Gross Amount or the Gross minus the Discount. If you enter a payment amount that is different than the Gross Amount or Discount Amount, you will have to enter additional payments to add up to one of those amounts.</p>	Agency
<u>Step 6: Perform Batch Processing</u> <p>The payables posting program will be run during nightly batch processing to create accounting entries based on the payments. PeopleSoft will not post a payment until a voucher has been applied to it. The Journal Generation process takes accounting entries and formats them into summarized journal entries that are posted to the General Ledger.</p>	Financial Systems Solutions

**Phoenix Program  
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Process Description	Responsibility (Agency/Centralized)
<p><b>Enter a Manual Payment With Multiple Vouchers</b></p> <p><u>Step 1: Enter Vouchers</u></p> <p>Vouchers must be entered, and have a “Valid BCM” status and “Not Applicable” or Matched” matching status. The Hold checkbox on the Schedule Payment panel, should not be selected in order to apply the manual payment to the vouchers.</p>	Agency
<p><u>Step 2: Create Manual Payment</u></p>	Agency
<p><u>Step 3: Record Manual Payment</u></p> <p>Users are permitted to record a manual payment with multiple vouchers existing in the PeopleSoft system. Navigate to Create Payments - Use-Payment Entry - Add. On this Add – Payment Entry dialog box, Remit SetID will default to STATE because the vendor file is established at the STATE level. Users are required to add Remit Vendor, Bank SetID, Bank Code, Bank Account, and Payment Reference. Only vouchers with the specified Bank Code and Bank Account for the given Business Unit and Vendor Code will be listed to apply to a payment.</p>	Agency
<p><u>Step 4: Apply a Manual Payment to Vouchers</u></p> <p>Users should complete the Payment Entry panel that includes entering Amount and Payment Method and then save the payment. Next, hit the Apply button. Users should complete the Apply Vouchers to a Payment panel by selecting the appropriate voucher for the payment and select the Post this Payment checkbox. After all of the vouchers have been applied, the Balance amount should equal \$0. After completing this panel, the payment information must be saved and payment posting can occur in nightly batch.</p> <p>The amount of the payment entered must add up to either the Gross Amount or the Gross minus the Discount. If you enter a payment amount that is different than the Gross Amount or Discount Amount, you will have to enter additional vouchers to add up to one of those amounts.</p>	Agency
<p><u>Step 5: Delete a Payment (if necessary)</u></p> <p>A Manual Payment can only be deleted if vouchers have not been applied. Once a payment has been processed through nightly batch, you cannot delete the payment.</p>	Agency
<p><u>Step 6: Perform Batch Processing</u></p> <p>The payables posting program will be run during nightly batch processing to create accounting entries based on the payments. PeopleSoft will not post a payment until a voucher has been applied to it. The Journal Generation process takes accounting entries and formats them into summarized journal entries that are posted to the General Ledger.</p>	Financial Systems Solutions

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***Forms Used with Process***

None

**APPROVAL FORM**

<b>SIGNER</b>	<b>ROLE</b>	<b>APV</b>	<b>NOT APV</b>	<b>DATE</b>
Kay Reid/Mindy Byram	DOAS Project Lead			04-05-01
Mindy Byram	Design Analyst			03-03-99
Henrietta Adams	Design Analyst, revised			04-05-01